

United States Environmental Protection Agency
Washington, DC 20460Work Assignment Number
Leidos 2-14

Work Assignment

☒ Original ☐ Amendment Number:Title of Work Assignment
Support for Public Water System Annual
Compliance SupportContract Number
EP-W-09-032

Contract Period

Base

Option Period Number 2

Contractor

LEIDOS HOLDINGS, INC.

Specify Section and Paragraph of Contract SOW

See attached WA SOW

Purpose: ☒ Work Assignment Initiation ☐ Work Assignment Close-Out
☐ Work Assignment Amendment ☐ Incremental Funding
☐ Work Plan Approval

Periods of Performance

From: 10/01/13

To: 09/30/14

Comments:

This purpose of this WA is to obtain support for the development of the annual compliance report on Public Water Systems. An exemption has been granted to allow for the provision of EPA's estimated LOE.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Line	DC (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1											
2											
3											
4											
5											

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee

LOE

Previously Approved

This Action

340

Total

340

Work Plan / Cost Estimate Approvals

Contractor WP Dated :

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name

KENNETH HARMON

Branch/Mail Code 2227A

Phone Number 202-564-7049

Fax Number 202-564-7083

(Signature)

(Date)

Project Officer Name

ROSE M. GREEN

Branch/Mail Code 2248A

Phone Number 202-564-7105

Fax Number 202-564-0010

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code

Phone Number

Fax Number

(Signature)

(Date)

Contracting Official Name

MICHAEL GILHAM

Branch/Mail Code 3803R

Phone Number 202-564-6090

Fax Number 202-565-2554

(Signature)

(Date)

Contractor Acknowledgement of Receipt and Approval of Workplan (Signature and Title)

Date

Support for Public Water System Annual Compliance Report

Contract: EP-W-09-032, Work Assignment: Leidos-2-14

Summary Information

Title: Support for Public Water System Annual Compliance Support
Period of Performance: From: 10/01/13
To: 09/30/14

Procurement Management Roles

WORK ASSIGNMENT MANAGER:

U.S. E.P.A.
Attn: KENNETH HARMON
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 2227A
Phone Number: 202-564-7049
Fax Number: 202-564-7083
E-Mail Address: harmon.kenneth@epa.gov

Attachments

Attachment Name

Support for Public Water System Annual Compliance Report SOW

**STATEMENT OF WORK
CONTRACT EP-W-09-032
Work Assignment Leidos-2-14**

- 1. Title:** Support for Public Water System Annual Compliance Report
- 2. Period of Performance:** October 1, 2013 through September 30, 2014

3. EPA Work Assignment Manager (WAM):

Kenneth Harmon
U.S. Environmental Protection Agency (EPA)
1200 Pennsylvania Ave NW, Washington, DC 20460 (MC 2227A)
Telephone: 202-564-7049
Fax: 202-564-7083
Email: harmon.kenneth@epa.gov

4. Background

The Safe Drinking Water Act (SDWA) Amendments of 1996, Section 1414(c)(3), require States to annually prepare and make publicly available a report on public water system violations of specific drinking water standards. EPA then must prepare an annual report to Congress which summarizes and evaluates the state reports. The EPA report also presents specified information concerning the performance of public water systems on Indian reservations, EPA's enforcement of violations at those facilities, and the financial assistance provided by EPA for construction and operation of public water systems on Indian lands.

SDWA established the deadline of January 1, 1998, for issuance of the first states report and the deadline of July 1, 1998 for the first EPA national report. The EPA Office of Compliance changed the state reporting date to July 1 and the national reporting to January 1 of each year to allow timely reporting of violations on a calendar-year basis. This change was made through the November 1997 "Interim Guidance for States on Preparing Annual Reports on Public Water System Violations" (Interim Guidance). EPA has consistently encouraged States to use Safe Drinking Water Information System/Federal version (SDWIS/FED) data in preparing their reports. On a yearly basis, EPA designs and distributes a SDWIS query that States can use in generating the specific violations data required for their reports in the EPA recommended format. This tailored query is the Safe Drinking Water Information Systems Annual Compliance (SDWIS AC) report. EPA uses SDWIS/FED data as the basis of its annual national report.

5. Purpose and Objective

The purpose of this work assignment (WA) is to obtain contractor support for preparation of the yearly national report. EPA will provide guidance for the initiation of these tasks through written technical direction by the Work Assignment Manager (WAM) with the primary goal of publishing the national report for the calendar year.

6. Contract Statement of Work (SOW) Reference: A.4, D.1

7. Tasks

Task 1. Management and Reporting

The Contractor shall prepare a work plan outlining the approach for performing this SOW, identify budgets, identify Professional Levels for each task, and provide schedules for delivery of each task's required product. The Contractor shall submit a work plan in accordance with contract requirements.

The Contractor shall provide the WAM with biweekly verbal, and monthly written, progress reports in accordance with contract requirements. The monthly written progress report shall summarize work performed during the previous month, itemize costs incurred, and expected costs for the next month. The Contractor shall itemize costs by task. In addition, the Contractor shall inform the WAM when 75% of funds have been expended. WA management shall include participating in conference calls, meetings, preparing monthly progress reports, and other task management.

Deliverables: Work Plan; Monthly Activity Reports

Task 2. Update Tables and Figures in the Annual Compliance Report

The Contractor shall update tables and figures in the Annual Compliance Report by using data provided by the EPA WAM from the SDWIS/FED data runs of the state reports and data prepared by EPA which discusses public water systems compliance on Indian lands and in the state reports. The Contractor shall provide EPA with a draft and final version of the Annual Compliance Report for comments and incorporate EPA recommended changes in the final version of the report in both paper and electronic format.

Deliverable: Tables and Figures Updated in the Draft Annual Compliance Report which summarize data from states and EPA in SDWIS/FED

Task 3. Insert New Text to Update the Annual Compliance Report

The Contractor shall update the Annual Report with textual insertions that are necessary to provide an updated Annual Report for the current year. The updated text shall include information on compliance assistance and enforcement activities, a discussion of available financial assistance for implementing the drinking water program on Indian lands, and a section on conclusions and recommendations. The Contractor shall prepare a summary of EPA comments and incorporate the text insertions and summary in a draft version of the Annual Report. The Contractor shall provide EPA with a draft Annual Compliance report in both paper and electronic format via email to EPA WAM.

Task 4. Incorporate EPA Comments for Draft into a Final Annual Compliance Report

The Contractor shall incorporate consolidated comments into the final version of the Annual Compliance Report in both paper and electronic formats (on CD, flash drives, etc.) in the following formats:

- Microsoft Word or other EPA-standard desktop word processing and spreadsheet software as specified by the WAM
- PDF for Internet display
- Black and white text and two-color graphics visually identical to the PDF version

The PDF for Internet display also shall be provided to EPA via email to the WAM. All materials should be suitable for mass production by the Government Printing Office. The Contractor shall provide EPA with one two-sided paper copy, and one single-sided paper copy. The draft version shall be provided to EPA for comments and recommended changes from EPA will be incorporated into the final version of the report. The Contractor shall submit deliverables to EPA in both paper and electronic format.

Deliverables: Updated Text and Summary in the Draft Annual Compliance Report; Final Annual Compliance Report

8. Schedule for Deliverables

Deliverables involving documents must include one paper copy original in 2-sided format and one paper copy in single-sided format. Electronic deliverables must be on compact discs (CD/RW) or flash drives as specified by the WAM. Software and electronic files must be compatible with EPA software capability (Microsoft Office XP including Word, Excel, PowerPoint, and Access). All database systems are the property of the US Government and may not be used outside of this WA without permission of the EPA WAM.

Task	Deliverable	Schedule
1	Work Plan; Monthly Activity Reports	In accordance with contract requirements
2	Tables and Figures Updated in the Draft Annual Compliance Report which summarize data from State and EPA in SDWIS/FED	Ongoing updating of tables/figures ; Draft version delivered to EPA within 7 days of receiving EPA comments and approval of the draft version
3	Updated Text and Summary in the Draft Annual Compliance Report; Draft Annual Compliance Report	Ongoing updating of text/summary; Final version delivered to EPA within 7 days of receiving EPA comments and approval of the draft version
4	Draft & Final Versions of Fact Sheet	Draft fact sheet delivered to EPA Final fact sheet delivered to EPA within 7 days of receiving EPA comments and approval of the draft version

9. Estimated Level of Effort: 340 hours

10. Control Requirements

Enforcement Sensitive Information:

The Contractor recognizes that, in performing tasks specified by this WA, contractor employees may have access to data/information, either provided by the government or first generated during contract performance, of an enforcement sensitive nature which shall not be released to the public without EPA approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil, or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel including, but not limited to, subcontractor and consultant personnel assigned to work on this WA - or with access to materials developed pursuant to such efforts - understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling, and disposing of any such information.

Project Employee Confidentiality Agreement

The Contractor agrees that the contractor employee shall not disclose, either in whole or in part, to any entity external to the EPA, Department of Justice (DOJ), or the Contractor, any information or data (as defined in FAR Section 27.401) provided by the Government or first generated by the Contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA Project Officer. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the Contractor must provide immediate advance notification to the EPA so that the Agency can take action to prevent such disclosure. Such agreements shall be effective for the life, and for a period of five (5) years after completion, of the contract.

Handling of Confidential Business Information (CBI)

- A. To the extent that the work under this contract may requires access to proprietary or confidential business or financial data, as long as such data remains proprietary or confidential, the Contractor shall protect such data from unauthorized use and disclosure.
- B. All files or other information identified as Confidential Business Information (CBI) shall be treated as confidential and kept in a secure area with access limited to only contractor personnel directly involved in the case or special project assignment. The contractor, subcontractor, and consultant personnel are bound by the requirements and sanctions contained in their contracts with the Agency and in EPA's confidentiality regulations found at 40 CFR Part 2, Subpart B. All contractor subcontractors and consultants must adhere to EPA-approved security plans which describe procedures to protect CBI, and are required to sign non-disclosure agreements before gaining access to CBI.
- C. All official data, findings, and results completed by the Contractor shall be available for EPA use only. The contractor shall not release any part of such data without the written direction of the EPA Contracting Officer's Representative (COR).

Quality Assurance Project Plan (QAPP)

Should the Contractor be required to conduct any environmental measurements under this WA, the Contractor shall provide the quality assurance project plan to the Project Officer (PO) prior to initiating these activities. The plan shall be prepared in accordance with the EPA Quality Manual for Environmental Program CIO-2105-P-01-0, May 5, 2000; and EPA Requirements for Quality Assurance Project Plans (QA/R-5 dated 3/20/01) <http://epa.gov/quality/qs-docs/r5-final.pdf>

The Contractor shall provide a QAPP for any task that requires the analysis or evaluation of secondary data.

Conflict of Interest (OCI)

- A. Organizational Conflict of Interest:

The contractor shall warrant that, to the best of the contractor's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined in FAR Subpart 9.5, or that the contractor has disclosed all such relevant information.

- B. Notification of Conflicts of Interest Regarding Personnel:

The Contractor shall immediately notify the COR and the CO of (1) any actual or potential personal conflict of interest with regard to any of its employees working on or having access to information regarding this WA; or (2) any such conflicts concerning subcontractor employees or consultants working on, or having access to information regarding, the WA when such conflicts have been reported to the Contractor. A personal conflict of interest is defined as a relationship of an employee, subcontractor employee, or consultant with an entity that may impair the objectivity of the employee, subcontractor employee, or consultant in performing the contract work

11. Travel

EPA does not anticipate that travel outside of the metropolitan Washington, DC area will be required by the contractor in the performance of this WA.